



Space Family Education, Inc. (SFEI)

Annual Report
General Membership Meeting
June 19, 2008

AGENDA

✦ SFEI Annual Report

- Director
- Board Members

✦ Board of Directors Election

✦ Future Course (discussion)

SFEI Annual Report: Director

✦ State of the School

- Passed inspections by State Licensing and NASA

Nicole Dickerson

SFEI Annual Report: Director

✦ Past Year Educational/Enrichment Activities

- Enrichment (included at no additional charge):
 - All ages: sign language, movement
 - Early Pre-K and up: High Tech – High Touch science, Spanish, phonics, art
- Extracurricular activities (on fee basis): Tumblebus, Karate, Dance Tree, FasTrackKids
- Field trips for educational purposes: Chariot/ Mars Hill, Saturn V, HEB, and more
- Guest speakers and artists to reinforce lessons learned through theatrical performances



Nicole Dickerson

SFEI Annual Report: Director

✧ Special Events

- Open House
- Grandparent's Luncheon
- Book Fair
- Fall Carnival
- Trick or Treat Parade
- Thanksgiving Feast
- Holiday performance by Dance Tree
- Santa and Easter Bunny visits
- Rodeo (clowns, bunnies, trail riders)
- Individual, sibling, graduation and class pictures
- Hearing and Vision Screening
- Ice Cream Social
- Muffins for Mom
- PreK and Kindergarten graduation
- Donuts for Dad

Nicole Dickerson

SFEI Annual Report: Director

✦ Summer 2008

- SFEI Summer Camp
 - New facility at Falcon Pass Elementary School
 - Filled to capacity of 140 and has a waiting list
 - Field trips, swimming, arts & crafts, science, karate...*
- JSC CCC Summer Program
 - Well attended and has a waiting list
 - Field trips, ice cream days, splash day, entertainers...*



Nicole Dickerson

SFEI Annual Report: Director

✧ Plans for Next Year

- Work with the curriculum committee to continue moving forward on a new curriculum and expanding it on a regular basis
- Provide educational workshops for parents and teachers on relevant topics
- Work toward completion of NAC accreditation
- Expand Enrichment/ Extra Curriculum Activities offered (Health and fitness program etc.)



Nicole Dickerson

SFEI Annual Report: End of Year Recognitions

- ✦ Ms. Linda & Ms. Inae for *“Cost Savings while Maintaining Excellent Quality in the Kitchen”*
- ✦ Ms. Teresa for *“Continued Support in Room 1, Reliability, and Dedication to the Center”*
- ✦ Ms. Joy for *“Continued Support in Room 8, Maintaining Stability Throughout the Year”*
- ✦ Ms. Dianna for *“Going the Extra Mile - serving in the role as Director for the Center this past school year”*



SFEI Annual Report: President

✦ State of the Corporation

- Management Changes
 - Director resignation – Chris Wood - November 07
 - New Director - Nicole Dickerson onboard April 08; Dianna Ritter Assistant Director
 - Dianna awarded for excellent contribution to SFEI with VIP tour of MCC
 - Board updated staff position description recommendations
- Board of Director turnover – all positions filled
- JSC's Green Initiative Project Completed in the fall
 - SFEI visited by mayor of Houston in March 08
 - Thanks to Jerry Rowlands for looking out for SFEI with the project schedule, energy efficient equipment, etc
- Completed market survey in December 07
- Open House forms and SOP on line for 07/08 school year
- Continued to standardize and document SFEI operations
- Continued pursuit of NAC accreditation
- Re-initiated curriculum working group

Debbie Berdich

SFEI Annual Report: President

✧ Relationship with NASA

- Maintained good relationship with NASA by working towards win-win solutions for child care center support in areas such as:
 - Security – badging procedures for roll out of HSPD-12
 - JSC Occupational Health personnel - medical support, town hall meeting for member education
 - Center Operations – green initiative
 - Human resources –assistance in search for new Director, increased hours allowed for SFEI liaison, violence in workplace training



Debbie Berdich

SFEI Annual Report: Vice President

✦ Safety

- School is in good shape
- Performed periodic safety walk throughs
- Passed all inspections
 - Safety walk throughs and JSC audits
- Satisfactorily addressed licensing inquiries
- Continued to provide safety materials for placement in the staff lounge and for use at staff meetings

Jay Leggett

SFEI Annual Report: Vice President

✦ Facility Manager Report

- Multiple facility improvements, such as:
 - Special thanks to Max Haddock
 - JSC completed green initiative; installation of energy efficient appliances (washer and dryer, stove top (in process))
 - JSC provided landscaping improvements
 - New playground equipment
 - Lock box installed for tuition payments
 - New computers in rooms 4 and 5
 - JSC repaired water pump to remove standing water from playground
- Transferring FM duties to Director and Office Manager

Jay Leggett

SFEI Annual Report: Treasurer

✦ Budget Status

SFEI financial position:

- Current reserve is not as stable as previous school year due to cost over runs and increased staff costs.
 - Aggressive payroll management, room size and tuition adjustments are needed to ensure stability of accounts.
 - Current reserves meet budgetary requirements.
- The application for CFC was submitted and approval is still pending.
 - Waiting on official letter from CFC
- McConnell Jones Lanier & Murphy, LLP conducted audits for the last two fiscal years.
 - Financial Reports are still pending.
 - Pending Tax penalty decision for previous years.
- Preliminary Budget for 2008-09 school year was approved by the BOD on 6/12/2008
 - Expect tuition increase in August 2008 to cover the normal cost of living increases.
 - Tuition Increase letter in work

Macresia Alibaruho

SFEI Annual Report: Policies & Procedures

✦ Status of Enrollment

- Maintained near 100% enrollment during 2007-2008 school year:
 - 11 withdrawals from Center (9 last year); Openings filled from waiting list
 - 19 enrolled in K (15 last year)
 - 5 new children enrolled in room 9 for the summer only (all former students) for total of 18-20 children throughout summer
- School Year 2008-2009:
 - 39 withdrawals expected over the summer as kids leave for K/1st grade
 - 32 offers have been accepted (11 kids have started; others to start in Aug)
 - 9 infants, 7 Toddlers, 3 Two's, 2 Early Pre-K, 3 Pre-K, 8 Kindergarteners
 - A few offers (~3) to be made in the next few weeks (majority of children are staying through summer)
 - Fall Kindergarten enrollment currently full at 19 students
 - 13 siblings of children enrolled will attend for 2008-2009
- 217 children on the waiting list as of mid-June (includes some who have accepted openings for Aug)
 - Waiting List has doubled since last year
- Enrollment trends are typical



Crystal Haddock

SFEI Annual Report: Policies & Procedures

✦ SOP Updates

- The SOP is available electronically to all members (paper copies available upon request)
- Policy changes (minor) during SOP development to be reviewed at July Board meeting
- Preliminary Budget for 2008-09 school year suggests tuition increase is necessary to cover cost of living



Crystal Haddock

SFEI Annual Report: Secretary

✧ Membership Status

- Number of members remains stable [248 last year]

✧ BOD Meetings

- SFEI BOD and members met 9 times since last year's GMM (typically the third Thursday of each month)
 - No meeting December 2007
- Meeting minutes are available on SFEI web site
 - http://childcare.jsc.nasa.gov/membinfo_new.html



Kim Seaton

SFEI Annual Report: Secretary

✧ 2008 Board of Directors Election

- Prepared ballots for 3 candidates for 3 BOD positions
 - Received and processed 3 nominations
- Paperless election via NASA Human Resources web-survey program
 - 2008 Election website open from June 19-30 for voting (NOW!!)
 - Voting site link will be emailed to all current members
- BOD election result will be announced by mid July



Kim Seaton

SFEI Annual Report: Secretary

✦ SFEI By-Laws

- Eight By-Law amendments were passed last year during the annual elections. The By-Laws have been updated and posted to the JSC CCC website.
- No proposed changes to the By-Laws have been submitted this year.



Kim Seaton

2008 Board of Directors Election

CANDIDATES



Jennifer Madsen



Clint Baggerman



Ed Fonseca

✦ **Select 3 of 3 candidates to replace outgoing board members**

- Debbie Berdich (President)
- Macresia Alibaruho (Treasurer)
- Kim Seaton (Secretary)

New board will determine which position each board member will fill



Thank You